



THE UNIVERSITY OF  
**NEWCASTLE**  
AUSTRALIA

**MEMO**

**TO** HONOURS STUDENTS

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**FROM** JENNIFER WATERHOUSE

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**DATE** 21 MARCH 2011

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**SUBJECT** STUDENT ACCESS TO NEWCASTLE BUSINESS SCHOOL LABORATORIES  
STUDENT LOCKERS IN MCG64 (CALLAGHAN CAMPUS ONLY)

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#### COMPUTER LABS

Students enrolled in the Newcastle Business School Honours Program can use the designated computer laboratory, which is MCG64 located in the McMullin Building.

Entry to the lab is via an access swipe card system. There are 6 computers in MCG64 and it works as a "hotdesk" system and students use whichever computer is available at the time of their attendance.

Access to the laboratory will be added to your student card following completion of the form "Student Application electronic Access Request" which is available from the School Office or the URL address: [http://www.newcastle.edu.au/Resources/Divisions/Services/Facilities%20Management/Keys/Student\\_Electronic\\_Access\\_application.pdf](http://www.newcastle.edu.au/Resources/Divisions/Services/Facilities%20Management/Keys/Student_Electronic_Access_application.pdf)

The form is completed, signed by the Head of School and forwarded to Facilities Management Office.

*NOTE:* If there is no free computer in the laboratory students may wish to use the general student labs in the CT Building or the Faculty's undergraduate student laboratory in MCG63. *Note: Students cannot print in MCG63 unless they firstly complete a registration form which is available in room MCG63.*

#### AFTER HOURS USE OF THE HONOURS LAB

Students can use the labs anytime between 8.00am and 9.00pm Monday to Friday. Weekend access to the lab is only available by prior written approval from the Head of School. If access is required the student should complete the form on the web titled "Notification of after hours campus attendance" at the following URL address: <http://www.newcastle.edu.au/service/security/after-hours-campus-access.html>.

Weekend access is available on an occasional or "one-off" basis and "not routine" unless extenuating or special circumstances apply.

#### LOCKERS IN HONOURS LAB

Room MCG64 has a limited amount of lockers for the use of students in this program. Access to the lockers is by application to the School Office (SRS130) to acquire a key. This key is the responsibility of the student and MUST be returned at the completion of the Honours year to the School Office.